

A

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
92-162

DEPARTMENT PERSONNEL	DIVISION EMPLOYEE BENEFITS	SECTION	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	BC/BS CLAIM REIMBURSEMENT EXTRACTS (DUPLICATE COPY)	2 years + current	NOTE: NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.
2.	GROUP INSURANCE CARRIER REPORTS FOR STATE SPONSORED INSURANCE PLANS	3 years + current	
3.	PAYROLL LISTING (DUPLICATE COPY)	3 years + current	
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.			
STATE ARCHIVIST'S SIGNATURE		DATE	RECORDS LIAISON OFFICER'S SIGNATURE
ATTORNEY GENERAL'S SIGNATURE		DATE	STATE AUDITOR'S SIGNATURE